

**U.S. Department of State
Bureau of Near Eastern Affairs**

Office of the U.S.-Middle East Partnership Initiative

Catalog of Federal Domestic Assistance (CFDA) Number: **19.500**

Regional Assistance Program

Opportunity Number: MEPI-MEPICA-13-017

Competition ID: MEPI-MEPICA-13-017-018256

Announcement Type: New

Key Information:

Application Deadline:	23:59:59 ET on August 5, 2013
Federal Agency Contacts	Ms. Jessica Baker 202-776-8524 Nea-grants@state.gov
Date Opened	July 11, 2013
Date Revised	July 17, 2013
Electronic Link for Full Announcement (MEPI Website):	mepi.state.gov
Revision Note: U.S. Small Businesses are now eligible to apply to this opportunity. Please note: Applicants must have substantial experience in assistance management; political, economic, and social reform; and implementing programs in the Middle East and North Africa (MENA) region. In addition, applicants must have, over the life of the organization, managed no less than \$5,000,000 in the provision of direct assistance and/or sub-grants.	

Funding Opportunity Synopsis:

Project Synopsis:

The Office of the U.S.-Middle East Partnership Initiative (MEPI) requests applications to establish a mechanism by which organizations and activists can receive technical and financial assistance, if necessary on short notice; facilitate networking among organizations and build consortiums when necessary for project implementation; and provide comparative perspectives

and international best practices on effective reform methodologies. MEPI would work closely with the successful applicant to identify beneficiaries and creative means to provide support. Eligible applicants include registered U.S. non-profit organizations or for-profit organizations (including small businesses) with substantial experience in assistance management; political, economic, and social reform; and implementing programs in the Middle East and North Africa (MENA) region. In particular, eligible applicants must have, over the life of the organization, managed **no less than** \$5,000,000 in the provision of direct assistance and/or sub-grants. Proposals should demonstrate creative means to provide support (e.g., through sub-awards and/or direct assistance) to local, regional and international organizations and individuals in response to rapidly changing events on the ground in the Middle East and North Africa (MENA).

All applications must be submitted in English. Applicants may submit only one application.

Background Information about MEPI:

The U.S.-Middle East Partnership Initiative is a unique program designed to directly engage with and invest in the peoples of the Middle East and North Africa. MEPI works to create vibrant partnerships with citizens to foster the development of pluralistic, participatory, and prosperous societies throughout the MENA region. To do this, MEPI partners with local, regional and international non-governmental organizations, the private sector, academic institutions and governments.

Through its Washington headquarters and Regional Offices in Abu Dhabi and Tunis, MEPI has been present in the MENA region since 2002, contributing over \$650 million to more than 1,000 projects in 18 countries and territories with more than 850 implementers. More information about MEPI can be found at: mepi.state.gov.

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I. FUNDING OPPORTUNITY DESCRIPTION

The Office of the U.S.-Middle East Partnership Initiative (MEPI) requests applications to establish a mechanism by which organizations and activists can receive technical and financial assistance, if necessary on short notice; facilitate networking among organizations and build consortiums when necessary for project implementation; and provide comparative perspectives and international best practices on effective reform methodologies. Proposals should demonstrate creative means to provide support (e.g., through sub-awards and/or direct assistance) to local, regional and international organizations and individuals in response to rapidly changing events on the ground in the Middle East and North Africa (MENA). (While MENA-based organizations and activists will be the ultimate beneficiaries of this assistance, funding might be provided through non-MENA based groups, as appropriate.) The successful applicant to this opportunity will be issued a Cooperative Agreement, with substantial involvement from MEPI in the grantee's operation of this program. As such, MEPI will closely work with the grantee to provide direction on targets of potential assistance, including but not limited to, the selection of projects and sub-award mechanisms.

Submissions must:

- Discuss ways to provide capacity-building, technical assistance, and funding to organizations and individuals in the MENA region.
- Detail how capacity-building and funding to organizations and individuals can be achieved in sensitive environments (e.g., where potential beneficiaries face regime repression or where the space for civil society support is otherwise constrained), and when there is a need for rapid responses to time-sensitive opportunities and events.
- Demonstrate experience managing a significant number of subgrants and/or direct assistance projects totaling no less than \$5,000,000 over the life of the organization. Applications must clearly outline this experience, including total volume (total dollar amount, number of partners, and number of projects), size and length of sub-awards managed, and geographic and thematic focus. If the applicant provided capacity-building support to sub-grantees, please indicate the type of support. **Only those organizations that demonstrate this experience will advance to the Technical Review stage.**
- Demonstrate experience working in the MENA region and expertise in developing and implementing political, economic, and social reform projects.
- Demonstrate an ability to identify specific programmatic needs on the ground and propose potential areas of engagement upon request.
- Outline plans for a multi-year assistance mechanism that will advance political, economic, and social reform. The plan must include the following:
 - How the assistance mechanism will be flexible and responsive to time-sensitive requirements.
 - How the successful applicant will coordinate activities with MEPI.
 - How the successful applicant will determine which assistance mechanisms will be used, based on the context of given situations (e.g., through mechanisms such as sub-grants)
 - A demonstrated capacity to operate an assistance management program of multiple and diverse activities across the MENA region.

- Descriptions in the program and budget narratives of how the assistance mechanism will be managed, monitored and evaluated to ensure compliance with the project objectives and Federal regulations. (The successful applicant will be responsible for overseeing the implementation of all sub-grants, contracts, and/or other direct assistance to ensure completion of activities, programmatic efficacy, institutional strengthening, and financial propriety.)

Please notify MEPI via nea-grants@state.gov by July 22, 2013 if you intend to submit a proposal to this opportunity. We are requesting this information for our planning purposes only, and a response does not constitute a commitment.

II. AWARD INFORMATION

Funding Mechanism Type:	Cooperative Agreement
Estimated Number of Awards:	One
Estimated Total Program Funding:	\$3,000,000
Estimated Award Ceiling:	\$3,000,000
Estimated Award Floor:	\$2,000,000
Length of Project Period:	Four Years (September 20, 2013 – September 19, 2017)

Based on the availability of funds, approximately \$3,000,000 in Economic Support Funds for approximately *one* grant will be awarded through this announcement. If selected to receive a grant, an applicant will be awarded funds four years. The estimated start date for this project is September 20, 2013. MEPI reserves the right to award more or less than the estimated program funding, and reserves the right to award funding under this announcement for a period of up to two years after the announcement's close date.

Continuation grants funded under these awards, beyond the initial budget period, will be contingent upon: the availability of funds; grantee's progress in meeting grant requirements, including timely submission of required reports and compliance with all terms and conditions of the award; timely submission of a request for additional funding; and a determination that continued funding would be in the best interest of the Department of State.

III. ELIGIBILITY INFORMATION

All applications will be screened by the Office of the U.S.-Middle East Partnership Initiative to determine whether they meet all of the program eligibility requirements detailed below.

NOTE: Applications that do not demonstrate that they meet all of the eligibility requirements in [Section A](#) and [Section B](#) will not advance to the Technical Review stage. Nothing can be added to an application once it has been submitted and the competition deadline has passed.

A. ELIGIBLE APPLICANTS

Eligible applicants include registered U.S. non-profit organizations or for-profit organizations (including small businesses) with substantial experience in assistance management; political, economic, and social reform; and implementing programs in the MENA region. In particular, applicants must demonstrate experience managing a significant number of subgrants and/or direct assistance projects totaling **no less than \$5,000,000** over the life of the organization. **All applicants must be legally registered organizations prior to applying to this announcement.**

The U.S.-Middle East Partnership Initiative is committed to an anti-discrimination policy in all of its programs and activities. MEPI welcomes applications irrespective of applicants' race, ethnicity, color, creed, national origin, gender, sexual orientation, or disability. We encourage applications from organizations working with underserved communities, including women, people with disabilities and youth.

B. ELIGIBILITY REQUIREMENTS

B.1 Dun and Bradstreet Data Universal Number System Registration

The DUNS number is a nine-digit number established and assigned by Dun and Bradstreet, Inc. to uniquely identify business entities.

All applicants must have a Data Universal Number System (DUNS) number. To register, please follow the steps below:

1. Go to <http://fedgov.dnb.com/webform/pages/CCRSearch.jsp>.
2. Select the country or territory where your organization is physically located. Complete and submit the form. Organizations will need to provide basic information, including physical and mailing addresses, name and title of the chief executive, primary [Standard Industrial Code](#) (SIC), and annual revenue.
3. Typically, an organization can complete this registration in **one day** and have a DUNS number emailed to them. For technical difficulties in obtaining this number, please contact Dun & Bradstreet at: govt@dnb.com.

B.2 System for Award Management Registration

The System for Award Management, formerly managed by the Central Contractor Registration (CCR), is a U.S.-government wide registry for vendors doing business with the federal government and requires annual renewal. The system centralizes information about grant applicants/recipients, and provides a central location for grant applicants/recipients to change organizational information. **More information about SAM.gov and useful guides to assist you in setting-up a new registration, updating an existing registration, or renewing an expired registration can be found at: <http://fa.statebuy.state.gov>.**

All applicants must have an active registration with SAM.gov. To register, please follow the steps below:

1. Go to <http://www.sam.gov>.
2. Select *Create User Account*, and then select *Create an Account* again on the left-hand side of the screen under *Individual Account Details*. Organizations must have a Data Universal Numbering System (DUNS) number to begin the registration process.
3. Complete and submit the online registration form. If the applying organization already has the necessary information on hand (see the [SAM User Guide](#)), the online registration form takes approximately one hour to complete, depending upon the size and complexity of the applying entity. Because of the different steps in the process, it can take anywhere from **three to fourteen days** to register with the system.

Applicants must maintain an active registration, with current information, while their application is under consideration for funding. To keep an active SAM.gov registration, applicants must renew it at least once each year. If an organizations registration expires, the organization cannot submit a grant application until it is renewed. Organizations can verify their registration status by following the steps below:

1. Go to <http://www.sam.gov>.
2. Click on the button entitled “Search Records,” and enter applicable search criteria (e.g., organization legal name, DUNS number) and click “Search.”
3. Review the search results for your organization’s record. An organization’s registration status will show in the upper right corner of the search results.
4. If the status is “Active”, the organization is fully registered and no additional action is needed.
5. If the status is “Inactive” or if you are unable to find your organization in the system, please contact SAM.gov for assistance.

For help with SAM.gov, please visit their support page at: <https://www.fsd.gov> or contact them at: 334-206-7828.

C. ADDITIONAL ELIGIBILITY CONSIDERATIONS

C.1 Cost-Sharing or Matching

Applicants are encouraged to provide cost-sharing (or matching) from additional sources in support of their proposed project. Applicants should clearly explain all additional sources of project funding and how the funds will be used. **If additional funding resources are not proposed, applicants should explain why not.** The inclusion of cost-sharing will be among the elements on which applications are evaluated (See [Part V, Section A](#) for more information).

IV. APPLICATION AND SUBMISSION INFORMATION

A. Application Documents

All applications must include the application components detailed below. **All application documents must be submitted in English.** Further, applicants may submit only one

application. Please refer to [Section B](#) below for additional submissions guidance and requirements (e.g., font size, page margins).

NOTE: Applications that do not include all the required documentation described in [Section A.1](#) below will not advance to the Technical Review stage. Further, if an application exceeds the allowable page limits, the additional pages, over the page limit, will not be reviewed by the review panel. **Applicants may not add any materials to an application once it has been submitted and the competition deadline has passed.**

A.1 Required Documents

MEPI Application Coversheet:

The Cover Sheet provides summarizes details about the applying organization and its application, and includes space for a mandatory project synopsis of **no more than one-page**. A sample template can be found in Appendix 1 and a fill-able template is available for download online with the announcement. **NOTE: Applicants are strongly encouraged to use the same format as found in the sample.** If the applicant does not use the template, the applicant must ensure that the submission includes all elements outlined in the sample.

Applicant Organizational Information:

The Applicant Organizational Information document provides details about the type of organization that is applying, its organizational structure and policies, and the applicant's ability to manage Federal funds. A sample template can be found in Appendix 2 and a fill-able template is available for download online with the announcement. **NOTE: This template is different from other MEPI funding opportunities. Applicants are strongly encouraged to use this sample template.** If the applicant does not use the template, the applicant must ensure that their submission includes all elements outlined in this sample.

Federal Assistance Application Forms (SF-424, SF-424a, and SF424b):

Applicants must complete all three forms online to be considered for funding. **Guidance on how to complete the SF-424 and SF-424a is provided in Appendix 4.**

Program Narrative:

The Program Narrative describes the efforts the applicant will undertake to address the priorities and goals of this announcement. It may be **no longer than 10 pages**. **If the narrative exceeds the page limit, the extra pages will be removed from the application package.** More details on preparing the Program Narrative are provided in Appendix 4. **Applicants are strongly encouraged to review Appendix 4 before preparing their Narrative.**

Budget Narrative:

The Budget Narrative provides detail about both the Federal request and the non-Federal match. There is **no page limit** for this section of an application. A sample template can be found in Appendix 3 and a fill-able template is available for download online with the announcement. **NOTE: Applicants are strongly encouraged to use the same format as found in the sample.** If the applicant does not use the template, the applicant must ensure

that their submission includes all elements outlined in the sample. More details on preparing the Budget Narrative are provided in Appendix 4. **Applicants are strongly encouraged to review Appendix 4 before preparing their Narrative.**

A.2 Optional Documents

Applicants may submit additional documents for consideration with their application. These documents are not required and **may not exceed 10 pages. If these documents exceed the page limit, the extra pages will be removed from the application package.** Below are examples of some additional documents an applicant may wish to submit.

- **Biographical Sketch or Job Descriptions for key personnel and/or consultants:** This information may be included within the project narrative or as a separate document included in the optional documents of the application. If these items are not included, applicants will be scored lower under *Staff and Position Specifications* review criteria outlined in [Part V, Section A](#).
- **Organizational Chart** outlining clear lines of responsibility and authority in the applicant organization.
- **Pre-Submission Checklist** can be found in Appendix 5 and a fill-able template can be downloaded online with the announcement. This Checklist ensures that an applicant has accurately documented the eligibility requirements and included all major components of the application.

B. SUBMITTING AN APPLICATION

Applicants must submit their application electronically using either Grants.gov OR GrantSolutions.gov. **Both systems require registration by the applying organization, and applicants will need to have a DUNS number and an active System for Award Management account before they can register.** Sections [B.1](#) and [B.2](#) below provide instructions for how to register with Grants.gov and GrantSolutions.gov. Instructions for obtaining a DUNS number and System for Award Management account can be found in [Part III](#) above. **Applicants must select one of these systems for their submission; do not submit an application thru both systems.**

It is important to understand that the application process is not complete until the applicant receives notification that their application has been validated and forwarded to the granting agency (MEPI). Please allow sufficient time for entering the application into these systems. Please note that it is the responsibility of the applicant to monitor their applications to ensure that they are successfully received and validated.

MEPI requests that applicants notify us by July 22, 2013 (via nea-grants@state.gov) if they intend to submit a proposal(s) to this opportunity. We are requesting this information for our planning purposes only and a response does not constitute a commitment.

B.1 Grants.gov

Grants.gov is a single portal for applicants to find and apply to U.S. government funding opportunities. The registration process for this site is a five-step process: 1) obtain a DUNS number; 2) register with System for Award Management; 3) create a profile, including username

and password; 4) obtain Authorized Organization Representative (AOR) authorization; and 5) track AOR status. The registration process can take 10 business days or longer, even if all the registration steps are completed in a timely manner. **To register, go to www.grants.gov and click on “Get Registered.”**

B.2 GrantSolutions.gov

GrantSolutions.gov is a comprehensive grants management system that allows applicants to apply for, manage, and report on the use of U.S. government funds for multiple programs, accessed online at www.grantsolutions.gov.

To register, go to www.grantsolutions.gov, and click on the orange “Login to GrantSolutions” button at the top of the homepage. Organizations will be directed to a log-in page. Click on the blue button “**Register**” under the header “First Time Users.” You will be directed to the “**GrantSolutions New Organization Registration Page**” Select the link entitled “**Register with CCR,**” and complete the registration form. **The registration process can be completed in 1-24 hours.**

GrantSolutions has training videos available to educate users about the system. These videos can be found at: <https://home.grantsolutions.gov/home/grantee-training-videos/>.

Please Note: When completing and uploading your application documents (excluding the SF-424 forms) applicants must use the *Upload Files* attachment link. Applicants will also see an attachment link entitled *Mail-in Items* which they may not use. **MEPI does not accept Mail-in items to our announcements.**

C. SUBMISSION DATES AND TIMES

Applications must be time stamped before 23:59:59 eastern time (ET) on **August 5, 2013**. **There will be no grace period, and any application not received by the application deadline will not advance to the Technical Review stage.**

Applicants are encouraged to submit their applications far enough in advance of the deadline so they can alert MEPI (nea-grants@state.gov) of any technical difficulties they might encounter.

D. FUNDING LIMITATIONS, RESTRICTIONS, AND OTHER CONSIDERATIONS

D.1 Cost and Activity Restrictions

The following activities and costs are **not covered** under this announcement:

- Social welfare projects;
- Paying to complete activities begun with other funds;
- Activities that appear partisan or that support individual or party electoral campaigns;
- Academic or analytical research (if not necessary as part of a larger project);
- Exchange programs with other countries or territories;
- One-time events, such as stand-alone conferences and one-off round tables;
- Medical and psychological research and clinical studies;
- Projects of a commercial or profit-making nature;
- Cultural presentations, cultural research, cultural clubs, or festivals, etc.; and

- Entertainment costs (e.g., receptions, social activities, ceremonies, alcoholic beverages, guided tours).

Applications that include any of these activities or costs above will not advance to the Technical Review stage.

D.2 Awards to Commercial Firms or For-Profit Organizations:

The Department of State prohibits profit under its assistance awards to commercial organizations. No funds will be paid as profit to any recipient that is a commercial organization. Profit is defined as any amount in excess of allowable direct and indirect costs. The allowability of costs incurred by commercial organizations is determined in accordance with the provisions of the Federal Acquisition Regulation (FAR) at 48 CFR Part 31. Program income earned by the recipient must be deducted from the total project or program allowable cost in determining the net allowable costs on which the federal share of costs is based.

V. APPLICATION REVIEW AND SELECTION PROCESS

A. APPLICATION EVALUATION CRITERIA

Each application submitted under this announcement will be evaluated and rated on the basis of the evaluation criteria outlined below. The criteria are designed to assess the quality of the application and to determine the likelihood of its success and impact. The criteria are closely related and are considered as a whole in judging the overall quality of an application. Applications will be reviewed on the basis of their fullness, coherence, clarity, and attention to detail. Points are awarded only to applications that are responsive within the context of this program announcement.

Organizational Capacity (35 points)

- The applicant demonstrates experience (e.g., has previously worked and/or has established contacts/partners) in the Middle East and North Africa.
- The applicant demonstrates an institutional record of successful assistance management program of multiple and diverse activities across the MENA region (e.g., direct assistance and/or sub-grants).
- The applicant demonstrates capacity for responsible fiscal management of no less than \$5,000,000 in donor funding (e.g., successful management of direct assistance and/or sub-grants)
- The applicant has adequate staffing and demonstrates the capacity to manage the proposed project.
- The applicant demonstrates expertise in developing and implementing political, economic, and social reform projects.
- The applicant demonstrates an ability to identify specific programmatic needs on the ground and propose potential areas of engagement upon request.

Approach (30 points)

- The applicant clearly describes an innovative and feasible multi-year assistance mechanism.

- The applicant details how capacity-building and funding to organizations and individuals can be achieved in sensitive environments where potential beneficiaries face regime repression, and when there is a need to respond rapidly to time-sensitive opportunities and events.
- The applicant clearly explains how they will coordinate activities and sub-awards with MEPI.

Staff and Position Specifications (15 points)

- Pre-identified key staff members, including volunteers, demonstrate experience working in the MENA region and with organizations or individuals from that area (e.g., language skills, cultural understanding).
- The roles and qualifications of each key person, whether staff, partner, consultant, or volunteer, are described in a biographical sketch.
- A job description, including hiring criteria, is provided for each open key position.
- Pre-identified key staff members, including volunteers, demonstrate experience and knowledge in assistance management (e.g., direct assistance and/or sub-grants).

Results or Benefits (10 points)

- Describe how the assistance mechanism will be flexible and responsive to time-sensitive requirements.
- Describe how the assistance mechanism will be managed, monitored, and evaluated to ensure compliance with the project objectives and Federal regulations.
- Describe how the applicant will ensure midterm or final evaluations are completed for activities and sub-awards.

Budget Narrative (10 points)

- The preponderance of the budget is spent on a multi-year assistance mechanism and includes costs dedicated to management, monitoring, and evaluation.
- The costs proposed are reasonable and clearly explained in the budget narrative.
- The budget provides details of calculations, including estimation methods, quantities, unit costs, and other similar quantitative detail sufficient for the calculation to be duplicated.
- Additional sources (cost-share or matching) for project funding are proposed, as well as an explanation of how those additional sources will be used.

B. REVIEW AND SELECTION PROCESS

The Office of the U.S.-Middle East Partnership Initiative is committed to ensuring a competitive and standardized process for awarding Economic Support Funds grants. Applications will be screened initially by MEPI to determine whether applicants meet the requirements and priorities outlined in [Part I](#); meet the eligibility requirements outlined in [Part III](#); and submitted the required documents outlined in [Part IV](#). Applications that do not meet these requirements will not advance to the Technical Review stage.

All applications that proceed to Technical Review will be evaluated by U.S. Government and/or non-governmental subject-matter and/or country-specific experts and will be rated on a 100-point scale. Point values for individual elements of the application are presented in [Part V, Section A](#). Technical Reviewers' ratings, and any resulting recommendations, are advisory.

Final award decision will be influenced by whether the application meets MEPI's programmatic goals and objectives, how it supports the Department's overarching foreign policy priorities, and the geographic distribution of the top-ranking applications. All final grant award decisions will be made by the Deputy Assistant Secretary.

VI. ADMINISTRATION INFORMATION

A. AWARD NOTICES

Five days after the closing of the announcement, applicants will be notified via email that their application was received. This notification will include an application log number that applicants must use to track their applications. **This notification does not signify that the application advanced to the Technical Review Stage.**

Applicants who do not advance to the Technical Review stage will be notified 30 days after the closing of the announcement. The authorized representative and program point of contact listed on the SF-424 will receive the notification via email. If an applicant does not receive such a notification, their submission was put forward for review.

MEPI expects to notify applicants, who advanced to the Technical Review stage, about the status of their application by September 30, 2013. The authorized representative and program point of contact listed on the SF-424 will receive such a notification via email. **MEPI reserves the right to award funding to applicants under this announcement for a period of up to two years after the announcement's close date.**

B. BRANDING AND MARKING REQUIREMENTS FOR GRANTEES

Grantees awarded under this announcement will **not** be required to mark all materials produced under the award with the standard U.S. flag in a size and prominence equal to (or greater than) any other logo or identity. In addition, sub-recipients or sub-awardees are **not** subject to the marking requirements.

C. DUNS NUMBER AND SAM REQUIREMENT FOR SUB-AWARDEES

All sub-awardees who will receive funds of \$25,000 or more are required to have a DUNS number and maintain an active SAM registration with current information. For information on obtaining a DUNS number and registering with SAM please see Part III, Sections [B.1](#) and [B.2](#). **Proposed sub-awardees are not required to have a DUNS number and SAM registration prior to the submission of an application.**

D. SUB-AWARDEE REPORTING REQUIREMENT

Grantees awarded under this announcement will **not** be required to report all sub-awardees receiving funds of \$25,000 or more to <http://www.fsr.gov>. More information about this requirement can be found at this site.

VII. AGENCY CONTACTS

For questions regarding this funding opportunity including: completing an application, financial and grants management issues, or technical matters, contact:

Ms. Jessica Baker

(202) 776-8524

nea-grants@state.gov

For questions regarding registering with or using Grants.gov to submit an application, contact the Grants.gov Contact Center. The Contact Center is available 24 hours a day, 7 days a week, excluding Federal holidays.

Grants.gov Contact Center

(800) 518-4726

support@Grants.gov

For questions regarding registering or using GrantSolutions.gov to submit an application, contact the GrantSolutions.gov Contact Center. The Contact Center is available Monday-Friday, 8:00 am – 6:00 pm Eastern Standard Time.

GrantSolutions.gov Contact Center

(866) 577-0771

(202) 401-5282

help@grantsolutions.gov

**U.S. DEPARTMENT OF STATE
OFFICE OF THE U.S.-MIDDLE EAST PARTNERSHIP INITIATIVE
APPLICATION COVER SHEET**

Applicant:	
Partner(s) <i>(local or regional, if any):</i>	
Countries Affected by Project:	
Funding Opportunity Title:	Funding Opportunity Close Date:
Priority Area, if applicable <i>(e.g., Priority Area A, B):</i>	
Total Estimated Funding for Project:	Proposed Start and End Date for Project:

Executive Summary:

Please provide a brief summary of the proposed project in the space below (e.g., This project will...). The Cover Sheet should be a maximum of one page (with all the text in blue removed).

Instructions: The Applicant Organizational Information template should be filled out in its entirety. Please note that the response “Not Applicable,” or “N/A,” is generally not acceptable. Instead, a sufficient explanation should be provided to explain why an item is not applicable.

GENERAL INFORMATION							
1. Organization Name:							
2. Type of Organization (check all that apply)		Overseas:	<input type="checkbox"/>	Non-Profit:	<input type="checkbox"/>	Non-Governmental:	<input type="checkbox"/>
		Domestic:	<input type="checkbox"/>	For-Profit: (Commercial)	<input type="checkbox"/>	Educational Institution:	<input type="checkbox"/>
3. Is your Organization incorporated, registered, or licensed as a legal entity: <input type="checkbox"/> Yes <input type="checkbox"/> No							
If Yes:	Place of Incorporation or Registration (State/County):						
	Incorporation or Registration Date (MM/DD/YYYY):						
If No:	List parent company or organization name and address OR explain status below:						
4. Program Director (The person who will oversee the day to day activities of the grant):							
Program Director Name:				Program Director Title:			
Email Address:				Telephone Number:			
Address:							
5. Financial or Business Official (The person who is responsible for the financial components of the grant.):							
Budget Officer Name:				Budget Officer Title:			
Email Address:				Telephone Number:			
Address:							

ORGANIZATION STRUCTURE

1. Is your organization governed by Board of Directors?	<input type="checkbox"/> Yes <input type="checkbox"/> No
2. How many employees are employed by your organization?	
3. Is your organization registered with Duns and Bradstreet and the System for Award Management (SAM)?	<input type="checkbox"/> Yes <input type="checkbox"/> No
<i>If No, please explain why</i>	

FINANCIAL AND ACCOUNTING MANAGEMENT

1. What is the ending date of your organization's fiscal year (MM/DD/YYYY)?									
2. Does your organization have an automated accounting system?	<input type="checkbox"/> Yes <input type="checkbox"/> No								
2.1: If Yes, respond to the questions below:									
2.1a Does the accounting system account for costs by individual projects?	<input type="checkbox"/> Yes <input type="checkbox"/> No								
<i>If No, please explain:</i>									
2.1b Can the accounting system generate reports that show costs incurred for individual awards?	<input type="checkbox"/> Yes <input type="checkbox"/> No								
<i>If No, please explain:</i>									
2.1c Does the accounting system allow for reporting of Cash and In-kind contributions (from non-federal sources) i.e., cost share?	<input type="checkbox"/> Yes <input type="checkbox"/> No								
<i>If No, please explain:</i>									
2.2: If No, please explain below:									
3. Which of the following best describes your organization's accounting system? <i>(check the appropriate response)</i>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;">Manual:</td> <td style="width: 10%; text-align: center;"><input type="checkbox"/></td> <td style="width: 30%;">Automated:</td> <td style="width: 10%; text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Combination:</td> <td style="text-align: center;"><input type="checkbox"/></td> <td>Other:</td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> </table>	Manual:	<input type="checkbox"/>	Automated:	<input type="checkbox"/>	Combination:	<input type="checkbox"/>	Other:	<input type="checkbox"/>
Manual:	<input type="checkbox"/>	Automated:	<input type="checkbox"/>						
Combination:	<input type="checkbox"/>	Other:	<input type="checkbox"/>						
4. How frequently do you post to the general ledger? <i>(check the appropriate response)</i>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;">Daily:</td> <td style="width: 10%; text-align: center;"><input type="checkbox"/></td> <td style="width: 30%;">Weekly:</td> <td style="width: 10%; text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Monthly:</td> <td style="text-align: center;"><input type="checkbox"/></td> <td>Other:</td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> </table>	Daily:	<input type="checkbox"/>	Weekly:	<input type="checkbox"/>	Monthly:	<input type="checkbox"/>	Other:	<input type="checkbox"/>
Daily:	<input type="checkbox"/>	Weekly:	<input type="checkbox"/>						
Monthly:	<input type="checkbox"/>	Other:	<input type="checkbox"/>						

5. Does your accounting system accurately and completely track receipt and disbursement of funds by each grant and/or funding source?	<input type="checkbox"/> Yes <input type="checkbox"/> No
<i>If No, please explain:</i>	
6. Does your accounting system provide for recording of actual expenditures for each grant/contract by budget cost categories reflected in the approved budget?	<input type="checkbox"/> Yes <input type="checkbox"/> No
<i>If No, please explain:</i>	

BUSINESS MANAGEMENT SYSTEMS	
1. Does the organization have a working knowledge of the following U.S. Government, Office of Management and Budget (OMB) Circulars? <i>(check the appropriate response)</i>	
Uniform Administrative Requirements (OMB Circular A-110):	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Sure
Cost Principles (OMB Circular A-21 or Circular A-122):	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Sure
Audit Requirements (OMB Circular A-133):	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Sure
2. Does your organization have written policies and procedures for the business management areas below? <i>(check the appropriate response)</i>	
Personnel Policies and Procedures:	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Sure
Procurement Policies and Procedures:	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Sure
Cash Management Policies and Procedures:	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Sure
Sub-Grant Monitoring and Management:	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Sure
Property Policies and Procedures:	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Sure
Travel Policies and Procedures:	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Sure
<i>If No (to any above), please explain:</i>	
3. Are time and activity records maintained by funding source and project for each employee to account for total level of effort (100%) devoted to each project?	<input type="checkbox"/> Yes <input type="checkbox"/> No
<i>If No, please explain:</i>	

4. Does your organization have a written budgetary process and controls to preclude incurring obligations in excess of the grant amount of individual cost categories?			<input type="checkbox"/> Yes <input type="checkbox"/> No
<i>If No, please explain:</i>			
5. Are appropriate duties separated to ensure one individual (i.e., project or financial) is not controlling all aspects of a transaction/process?			<input type="checkbox"/> Yes <input type="checkbox"/> No
<i>If No, please explain:</i>			
6. Does your organization have a current A-133 audit?			<input type="checkbox"/> Yes <input type="checkbox"/> No
<i>If Yes:</i>	Has your organization received any adverse findings in any A-133 audit in the past three years?		<input type="checkbox"/> Yes <input type="checkbox"/> No
	<i>If Yes, please explain</i>		
7. Has your organization received Federal grant funds before?			<input type="checkbox"/> Yes <input type="checkbox"/> No
7.1 Please provide the following information on awards or funding received in the last five years. Please specifically note if funds are U.S. Government (USG) funds.			
<u>Name of Donor</u>	<u>Amount</u>	<u>Period</u>	<u>Place of Implementation</u>

Instructions: This Budget Narrative Sample Template should be filled out in its entirety. Any information that is included in blue text should be deleted prior to submitting this document as the "Budget Narrative" attachment on Grants.gov or GrantSolutions.gov. It is only included as guidance for sample text or suggested information. Costs listed in any category below should include an explanation of how the requested funds will be used to support the proposed project, whether it be federal or a non-federal/match cost. Please note that the response "Not Applicable," or "N/A," is generally not acceptable. Instead, a sufficient explanation should be provided in either the proposal narrative or within each field to explain why an item is not applicable. **All budgets must be structured so that they print in a readable format.**

Organization Name, Period of Performance				
1. Personnel (Description: An employee of the organization whose work is tied to the proposed project)				
1.a Federal or MEPI Cost				
Position	Name of Employee	Annual Salary/ Rate	Level of Effort (%)	Cost (Salary x LOE)
Ex: Program Director	John Doe	\$ 164,890	10.00%	\$ 16,489.00
Ex: Project Coordinator	TBD	\$ 46,276	100.00%	\$ 46,276.00
1.a Personnel Sub-Total				\$ 62,765.00
Narrative Justification: Enter a description of the Personnel funds requested and how their use will support the purpose and goals of your proposal. Be sure to describe the role, responsibilities, and unique qualification of each position.				
SF-424a Note: Enter the total cost above in Section B Column 1 line 6.a of the form.				
1.b Non-Federal Match or Cost Share				
Position	Name of Employee	Annual Salary/ Rate	Level of Effort (%)	Cost (Salary x LOE)
Ex: Clerical Support	Jill Smith	\$ 1,338	100.00%	\$ 1,338.00
1.b Personnel Sub-Total				\$ 1,338.00
Narrative Justification: Enter a description of the Personnel matching funds provided and how their use will support the purpose and goals of your proposal. Be sure to describe how your matching funds will help sustain and enhance your MEPI budget request.				
Source of Match Funds: Identify the source of match funds.				

2. Fringe Benefits (Description: May include contributions for social security, employee insurance, pension plans, etc. Only those benefits not included in an organizations indirect cost rate agreement (i.e., NICRA) may be shown as direct costs)

2.a Federal Cost

Component	Wage	Rate	Cost (Wage x Rate)
Ex: FICA	\$ 62,765	7.65%	\$ 4,802.00
Ex: Workers Compensation	\$ 62,765	2.50%	\$ 1,569.00
Ex: Health Benefits	\$ 62,765	2.50%	\$ 1,569.00
2.a Fringe Benefits Sub-Total			\$ 7,940.00

Narrative Justification: Enter a description of the Fringe funds requested, how the rate was determined, and how their use will support the purpose and goals of this proposal.

SF-424a Note: Enter the total cost above in Section B Column 1 line 6.b of the form.

2.b Non-Federal Match or Cost Share

Component	Wage	Rate	Cost (Wage x Rate)
Ex: Insurance	\$ 62,765	10.50%	\$ 6,590.00
2.b Fringe Benefits Sub-Total			\$ 6,590.00

Narrative Justification: Enter a description of the Fringe matching provided, how the rate was determined, and how their use will support the purpose and goals of the proposal. Be sure to describe how the matching funds will help sustain and enhance your federal budget request.

Source of Match Funds: Identify source of match funds.

3. Travel (Description: Explain need for all travel. Must follow U.S. Government regulations. The lowest available commercial fares for coach or equivalent accommodations must be used. Local travel policies prevail.)

3.a Federal Cost

Purpose of Travel	Item Description	Unit of Measure	Cost Per Unit/Rate	Number of Units	Cost (Cost Per Unit x No. of Units)
Ex: Leadership Training	Airfare--Origin: Egypt, Algeria, Tunisia, Morocco, Yemen, and/or Oman; Destination: Amman, Jordan	Roundtrip Airfare	\$ 500	20	\$ 10,000.00

	Lodging in Amman for 20 participants for 3 days (U.S. Government allowable rate)	day	\$ 183	60	\$ 10,980.00
	Meals and Incidentals for 20 participants for 3 days (M&IE--U.S. Government allowable rate))	day	\$ 127	60	\$ 7,620.00
Ex: Local Travel	Local travel in Amman, Jordan for 20 participants for 3 days	day	\$ 500	3	\$ 1,500.00
3.a Travel Sub-Total					\$ 30,100.00
Narrative Justification: <i>Describe the Purpose of Travel and how costs were determined.</i> SF-424a Note: Enter the total cost above in Section B Column 1 line 6.c of the form.					
3.b Non-Federal Match or Cost Share					
Purpose of Travel	Item Description	Unit of Measure	Cost Per Unit/Rate	Number of Units	Cost (Cost Per Unit x No. of Units)
Ex: Leadership Training	Airfare--Origin: Algeria, Tunisia, Morocco, Jordan, and/or Qatar; Destination: Cairo, Egypt	Roundtrip Airfare	\$ 500.00	20	\$ 10,000.00
	Lodging in Cairo for 20 participants for 3 days (U.S. Government allowable rate)	day	\$ 175.00	60	\$ 10,500.00
	Meals and Incidentals for 20 participants for 3 days (M&IE--U.S. Government allowable rate))	day	\$ 267.00	60	\$ 16,020.00
Ex: Local Travel	Local travel in Cairo, Egypt for 20 participants for 3 days	day	\$ 500.00	3	\$ 1,500.00
3.b Travel Sub-Total					\$ 38,020.00
Narrative Justification: <i>Enter a description of the Travel matching funds provided and how their use will support the purpose and goals of this proposal. Be sure describe how your matching funds will help sustain and enhance your federal budget request.</i>					
Source of Match Funds: <i>Identify source of match funds.</i>					

4. Equipment (Description: Permanent equipment is defined as non-expendable personal property having a useful life of more than one year and an acquisition cost of \$5,000 or more.)				
4.a Federal Cost				
Item Description	Unit of Measure	Cost Per Unit	Number of Units	Cost (Cost Per Unit x No. of Units)
None			0	\$ -
4.a Equipment Sub-Total				\$ -
Narrative Justification: Enter a description of the Equipment and how its purchase will support the purpose and goals of this proposal. SF-424a Note: Enter the total cost above in Section B Column 1 line 6.d of the form.				
4.b Non-Federal Match or Cost Share				
Item Description	Unit of Measure	Cost Per Unit	Number of Units	Cost (Cost Per Unit x No. of Units)
None			0	\$ -
4.b Equipment Sub-Total				\$ -
Narrative Justification: Enter a description of the Equipment match provided and how its purchase will support the purpose and goals of this proposal. Be sure to describe how your matching funds will help sustain and enhance your federal budget request. Source of Match Funds: Identify source of match funds.				

5. Supplies (Description: Materials costing less than \$5,000 per unit and often having one-time use.)				
5.a Federal Cost				
Item Description	Unit of Measure	Cost Per Unit	Number of Units	Cost (Cost Per Unit x No. of Units)
Ex: General Office Supplies	month	\$ 50	12	\$ 600.00
Ex: Laptop		\$ 900	1	\$ 900.00
5.a Supplies Sub-Total				\$ 1,500.00
Narrative Justification: Enter a description of the Supplies requested and how their purchase will support the purpose and goals of this proposal. SF-424a Note: Enter the total cost above in Section B Column 1 line 6.e of the form.				
5.b Non-Federal Match or Cost Share				

Item Description	Unit of Measure	Cost Per Unit	Number of Units	Cost (Cost Per Unit x No. of Units)
<i>Ex: Fax</i>		\$ 300	1	\$ 300.00
<i>Ex: Postage</i>	month	\$ 37	12	\$ 444.00
5.b Supplies Sub-Total				\$ 744.00
Narrative Justification: <i>Enter a description of the Supplies match provided and how their purchase will support the purpose and goals of this proposal. Be sure to describe how your matching funds will help sustain and enhance your federal budget request.</i>				
Source of Match Funds: <i>Identify source of match funds.</i>				

6. Contractual (Description: The costs of project activities to be undertaken by a third-party contractor should be included in this category as a single line item charge. A complete itemization of the cost should be attached to the budget. If there is more than one contractor, each must be budgeted separately and must have an attached itemization.)

6.a Federal Cost

Name/Item Description	Unit of Measure	Unit Cost	Number of Units	Cost (Cost Per Unit x No. of Units)
<i>Consultants</i>				
<i>Ex: Jane Smith/Leadership Training Expert</i>	day	\$ 350	12	\$ 4,200.00
<i>Ex: Jane Smith travel from Washington, DC to Amman, Jordan for training conference</i>	Roundtrip Airfare	\$ 1,200	1	\$ 1,200.00
<i>Ex: TBD/Monitoring and Evaluation Expert</i>	day	\$ 275	12	\$ 3,300.00
<i>Ex: Monitoring and Evaluation Expert travel from Washington, DC to Amman, Jordan</i>	Roundtrip Airfare	\$ 1,200	1	\$ 1,200.00
<i>Contracts</i>				
<i>Ex. Sub-Award to Jordanian NGO (budget and terms TBD)</i>	award agreement	\$ 10,000	1	\$ 10,000.00
6.a Contractual Sub-Total				\$ 19,900.00
Narrative Justification: <i>Explain the need for each agreement and how their use will support the purpose and goals of this proposal. For those contracts already arranged, please provide the proposed categorical budgets. For those subcontracts that have not been arranged, please provide the expected Statement of Work, Period of Performance and how the proposed costs were estimated and the type of contract (bid, sole source...etc).</i>				
SF-424a Note: Enter the total cost above in Section B Column 1 line 6.f of the form.				
6.b Non-Federal Match or Cost Share				

Name/Item Description	Unit of Measure	Unit Cost	Number of Units	Cost (Cost Per Unit x No. of Units)
<i>Consultants</i>				
Ex: Jane Smith/Leadership Training Expert	day	\$ 350	12	\$ 4,200.00
Ex: TBD/Monitoring and Evaluation Expert	day	\$ 275	12	\$ 3,300.00
6.b Contractual Sub-Total				\$ 7,500.00
Narrative Justification: <i>Explain the need for each match contract agreement and how their use will support the purpose and goals of this proposal. Be sure to describe how your matching funds will help sustain and enhance your federal budget request.</i>				
Source of Match Funds: <i>Identify source of match funds.</i>				

7. Construction: Not Allowable
SF-424a Note: Leave this section blank in Section B Column 1 & 2 line 6g of the form

8. Other Direct Costs (Description: Expenses not covered in any of the previous budget categories.)				
8.a Federal Cost				
Item Description	Unit of Measure	Cost Per Unit	Number of Units	Cost (Cost Per Unit x No. of Units)
Ex: Office Telephone	month	\$ 100	12	\$ 1,200.00
Ex: Amman hotel conference room rental for training	day	\$ 800	3	\$ 2,400.00
8.a Other Direct Costs Sub-Total				\$ 3,600.00
Narrative Justification: <i>Explain the need for each item and how their use will support the purpose and goals of this proposal. Be sure to break down costs into cost/unit and explain the use of each item requested.</i>				
SF-424a Note: Enter the total cost above in Section B Column 1 line 6.h of the form.				
8.b Non-Federal Match or Cost Share				

Item Description	Unit of Measure	Cost Per Unit	Number of Units	Cost (Cost Per Unit x No. of Units)
Ex: DC Office Rent	month	\$ 1,000	12	\$ 12,000.00
8.b Other Direct Costs Sub-Total				\$ 12,000.00
<i>Narrative Justification: Explain the need for each match item and how their use will support the purpose and goals of this proposal. Be sure to break down costs into cost/unit and explain the use of each item requested. Be sure to describe how your matching funds will help sustain and enhance your Federal budget request.</i>				
Source of Match Funds: <i>Identify source of match funds.</i>				

9. Total Direct Costs	
9.a Federal Cost	\$ 125,805.00
9.b Non-Federal Match or Cost Share	\$ 66,192.00

10. Indirect Costs (Must reflect a provisional or pre-determined Negotiated Indirect Cost Rate Agreement.)		
10.a Federal Cost	0.00%	\$ -
10.b Non-Federal Match or Cost Share	0.00%	\$ -

11. Total Costs (Sum of the Total Direct and Indirect Costs)	
11.a Federal Cost	\$ 125,805.00
11.b Non-Federal Match or Cost Share	\$ 66,192.00

BUDGET SUMMARY

Budget Categories	Federal Request (Cost)	Non-Federal Match or Cost Share	Total
1. Personnel	\$ 62,765.00	\$ 1,338.00	\$ 64,103.00
2. Fringe Benefits	\$ 7,940.00	\$ 6,590.00	\$ 14,530.00
3. Travel	\$ 30,100.00	\$ 38,020.00	\$ 68,120.00
4. Equipment	\$ -	\$ -	\$ -
5. Supplies	\$ 1,500.00	\$ 744.00	\$ 2,244.00
6. Contractual	\$ 19,900.00	\$ 7,500.00	\$ 27,400.00
7. Construction	\$ -	\$ -	\$ -
8. Other Direct Costs	\$ 3,600.00	\$ 12,000.00	\$ 15,600.00
9. Total Direct Costs (lines 1-8)	\$ 125,805.00	\$ 66,192.00	\$ 191,997.00
10. Indirect Costs (reflect provisional, pre-determined rate and allocation base)	\$ -	\$ -	\$ -
11. Total Costs (lines 9-10)	\$ 125,805.00	\$ 66,192.00	\$ 191,997.00

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GENERAL GUIDANCE

It is strongly recommended that applicants submit grant applications using Microsoft Office products. If applicants do not have access to Microsoft Office products, PDF files may be submitted. If an applicant uses a file format other than Microsoft Office or PDF, the application may be unreadable.

The required font is 12-point Times New Roman. The application must be single spaced, with all margins (left, right, top, bottom) being at least one inch each. Also, applicants should ensure all pages in the application are numbered consecutively and meet the page limit requirements outlined in the announcement. **If the application exceeds the page limit, the extra pages will be removed from the application package. In addition, it is strongly recommended that applicants include a Table of Contents.**

REQUIRED APPLICATION DOCUMENTS

NOTE: The documents discussed below are what MEPI commonly requests in their program announcements. **Before preparing a submission, applicants should carefully review the announcement to confirm what documents are required.**

MEPI Application Cover Sheet

The Cover Sheet provides summary detail about the applicant and their proposed activities and is a separate attachment in your electronic submission. A sample template can be found with the announcement and a fill-able template is available for download online. **If using the template, the information in blue text should be deleted prior to submitting this document. NOTE: Applicants are strongly encouraged to use the same format as found in the sample template.** If the applicant does not use the template, the applicant must ensure that their submission includes all elements outlined in the sample.

If using the sample template, the Cover Sheet should be filled out in its entirety. Under the *Executive Summary* header, please provide a mandatory synopsis of the proposed project (e.g., The project will...). The Cover Sheet can be **no more than one-page**.

Applicant Organization Information

The Applicant Organizational Information document provides MEPI with information about the organization's structure and policies; and allows MEPI to assess the organization's ability to manage Federal funds. It is a separate attachment in your electronic submission. A sample template can be found with the announcement and a fill-able template is available for download online. **NOTE: Applicants are strongly encouraged to use the same format as found in the sample.** If the applicant does not use the template, the applicant must ensure that their submission includes all elements outlined in the sample.

SF-424—Application for Federal Assistance Instructions to Complete the Form

The SF-424—Application for Federal Assistance collects basic information on the applicant, the proposed project, the funding amount requested, and information about the announcement to which you are applying. **The form must be completed online and signed by the Authorized Organization Representative.** Below please find instructions on how to complete each of section of the form.

Item #1—Type of Submission: Select “Application.”

Item #2—Type of Application: Select “New.”

Item #3 - #4—Date Received/Applicant Identifier: Leave blank.

Item #5a - #5b—Federal Entity Identifier/Federal Award Identifier: Leave blank.

Item #6 - #7—Date Received by State/State Application Identifier: Leave blank.

Item #8—Applicant Information:

8a – Input your organization's legal name.

8b – U.S. Organization: Enter your EIN or TIN as assigned by the IRS.

International organization: Enter “44-4444444.”

8c – Enter your organization’s DUNS number (this is a nine-digit number).

8d – Enter your organizations address including country.

8e – If applicable, enter the name of a department or division in your organization that will coordinate the proposed activities.

8f – Name of the project person to contact about this application. **It is a best practice that this person not be listed as the authorized representative on this form.**

Item #9—Type of Applicant: Please select all that apply.

Item #10—Name of Federal Agency: Leave as written; it is completed for you.

Item #11—Catalog of Federal Domestic Assistance Number and Title: Leave as written; it is completed for you.

Item #12—Funding Opportunity Number and Title: Leave as written; it is completed for you.

Item #13—Competition Identification Number and Title: Leave as written; it is completed for you.

Item #14—Areas Affected by Project: Attach a one-page document listing the city(ies) and country(ies) where your organization proposes to perform its proposed activities.

Item #15—Descriptive Title of Applicant’s Project: Enter a brief (one-sentence or less) descriptive title of your project.

Item #16—Congressional Districts

16a – Applicant:

U.S. Organization: Enter the congressional district of your organization.

International Organization: Enter “00-000.”

16b – Program/Project:

U.S.-Based Program: Enter all the congressional districts affected by the program.

International Program (outside the U.S.): Enter “00-000.”

Item #17—Proposed Project: Enter the proposed start date and end date (MM/DD/YYYY) of your project. Actual dates will be negotiated if selected for funding.

Item #18—Estimated Funding

18a – Enter the amount of funding your organization is requesting from MEPI (Federal funding).

18b – Enter the amount of any Non-Federal (e.g. non-U.S. Government) resources that will be used to support the project. This includes cost sharing and matching.

18c-d –U.S. Organization: Enter any funding you are receiving from the State and Local governments for this project, if applicable.

18e – Enter any other funding for the project that does not fit into the 18b-18d categories, if applicable. Otherwise leave blank or input “0.00.”

18f – If you anticipate any income to be generated by this project (i.e. registration fees) input that information here, if applicable.

18g – Total all the numbers from 18a-18f

Item #19—Is Application subject to Review by State Under Executive Order 12372 Process? Select “c. Program is not covered by E.O. 12372.”

Items #20—Is Applicant Delinquent of any Federal Debt. Do you owe the U.S. government money? Please select Yes/No. If yes, please provide an explanation.

Item # 21 – Authorized Representative: By checking box 21 and signing the SF-424—Application for Federal Assistance, the authorized representative certifies that the information in the SF-424 form is complete and accurate to the best of the representative’s knowledge **and** that the representative agrees to comply with the required assurances and certifications. Please provide the name, contact information, and signature of the authorized representative. The governing body of the applying organization must have specifically documented the designation for an authorized representative to submit an application for funding to the U.S. Government. **PLEASE NOTE: It is a best practice to have the SF-424 signed by the Authorizing Official who would sign an ensuing award document for the applying organization. It is also a best practice this person not be the same person listed as the point of contact on line “8f” of this form.**

SF-424A—Budget Information—Non-Construction Programs **Instructions to Complete the Form**

The SF-424a—Budget Information—Non-Construction Program provides information on the applicant’s financial plan for carrying out the proposed project. **The form must be completed online.** A more detailed budget will be submitted through the Budget Narrative portion of the application. **MEPI recommends that applicants prepare their Budget Narrative and then complete the SF-424a form.**

Section A—Budget Summary

Line #1:

Column (a)—Grant Program Function or Activity: Input “Middle East Partnership Initiative”

Column (b)—Catalog of Federal Domestic Assistance No: Input “19.500”

Column (c)—Estimated Unobligated Funds, Federal: Leave Blank

Column (d)—Estimated Unobligated Funds, Non-Federal: Leave Blank

Column (e)—New/Revised Budget, Federal: Enter the amount of Federal funding your organization is requesting.

Column (f)—New/Revised Budget, Non-Federal: Enter the amount of Non-Federal (e.g. non-U.S. Government) funds that will be used to support the project.

Column (g)—New/Revised Budget, Total: Enter the total of Column E and Column F.

Lines #2-4, Columns (a)-(g): Leave Blank

Line #5:

Column (c)—Estimated Unobligated Funds, Federal: Input “\$0.00.”

Column (d)—Estimated Unobligated Funds, Non-Federal: Input “\$0.00.”

Column (e)—New/Revised Budget, Federal: Enter the amount from Line #1, Column (e)

Column (f)—New/Revised Budget, Non-Federal: Enter the amount from Line #1, Column (f).

Column (g)—New/Revised Budget, Total: Enter the amount from Line #1, Column (g).

Section B—Budget Categories

Line #6—Object Class Categories:

Column (1)—Grant Program, Function, or Activity: Input “Middle East Partnership Initiative.”

Column (2)–(4)—Grant Program, Function, or Activity: Leave Blank

Column (5)—Total: Leave Blank.

Line #6.a—Personnel:

Column (1): Input the total Federal Request and Non-Federal Request from the “Personnel” category in the Budget Summary section of your Budget Narrative.

Column (2)–(4): Leave Blank

Column (5): Enter the amount from 6.a, Column 1.

Line #6.b—Fringe Benefits:

Column (1): Input the total Federal Request and Non-Federal Request from the ‘Fringe Benefit’ category in the Budget Summary section of your Budget Narrative.

Column (2)–(4): Leave Blank

Column (5): Enter the amount from 6.b, Column 1.

Line #6.c—Travel:

Column (1): Input the total Federal Request and Non-Federal Request from the “Travel” category in the Budget Summary section of your Budget Narrative.

Column (2)–(4): Leave Blank

Column (5): Enter the amount from 6.c, Column 1.

Line #6.d—Equipment:

Column (1): Input the total Federal Request and Non-Federal Request from the “Equipment” category in the Budget Summary section of your Budget Narrative.

Column (2)–(4): Leave Blank

Column (5): Enter the amount from 6.d, Column 1.

Line #6.e—Supplies:

Column (1): I Input the total Federal Request and Non-Federal Request from the “Supplies” category in the Budget Summary section of your Budget Narrative.

Column (2)–(4): Leave Blank

Column (5): Enter the amount from 6.e, Column 1.

Line #6.f—Contractual:

Column (1): Input the total Federal Request and Non-Federal Request from the “Contractual” category in the Budget Summary section of your Budget Narrative.

Column (2)-(4): Leave Blank

Column (5): Enter the amount from 6.f, Column 1.

Line #6.g—Construction:

Column (1): Input “\$0.00.”

Column (2)-(4): Leave Blank

Column (5): Input “\$0.00.”

Line #6.h—Other:

Column (1): Input the total Federal Request and Non-Federal Request from the “Other” category in the Budget Summary section of your Budget Narrative.

Column (2)-(4): Leave Blank

Column (5): Enter the amount from 6.h, Column 1.

Line #6.i—Total Direct Charges:

Column (1): Enter the total of Lines # 6.a thru #6.h in Column 1.

Column (2)-(4): Leave Blank

Column (5): Enter the amount from 6.i, Column 1.

Line #6.j—Indirect Charges:

Column (1): Input the total Federal Request and Non-Federal Request from the “Indirect Charges” category in the Budget Summary section of your Budget Narrative.

Column (2)-(4): Leave Blank

Column (5): Enter the amount from 6.j, Column 1.

Line #6.k—TOTALS:

Column (1): Enter the total of Lines #6.i thru #6.j in Column 1.

Column (2)-(4): Leave Blank

Column (5): Enter the amount from 6.k, Column 1.

Line #7—Program Income:

Column (1): Input “\$0.00.”

Column (2)-(4): Leave Blank

Column (5): Input “\$0.00.”

Section C—Non-Federal Resources

Line #8:

Column (a)—Grant Program: Input “Middle East Partnership Initiative.”

Column (b)—Applicant: Enter total from Section A, Line #1, Column (F).

Columns (c) & (d): Leave Blank.

Column (e)—Totals: Enter amount from Section C, Line#8, Column (b).

Lines #9-11, Columns (a)-(e): Leave Blank

Line #12:

Column (b)—Applicant: Enter amount from of Section C, Line #8, Column (b)

Columns (c) & (d): Leave Blank.

Column (e)—Totals: Enter amount from of Section C, Line #8, Column (b)

Section D—Forecasted Cash Needs

Leave this entire section blank.

Section E—Budget Estimates for Federal Funds Needed for Balance of the Project

Leave this entire section blank.

Section F—Other Budget Information

Line #21—Direct Charges: Use this space to explain amounts for individual direct object class cost categories that may appear to be out of the ordinary or to explain details.

Line #22—Indirect Charges: Enter the type of indirect rate (provisional, predetermined, final, or fixed) that will be in effect during the funding period, the estimated amount of the base to which the rate is applied, and the total indirect expense.

Line #23—Remarks: Add any additional comments you wish to make.

SF-424B—Assurances—Non-Construction Programs

The SF-424B—Assurances—Non-Construction Programs sets forth compliance requirements an application must certify if awarded a grant. The form should be reviewed and signed online by the Authorized Organization Representative.

Program Narrative

The Program Narrative provides detailed information about the proposed project, and is reviewed to determine if a project will be considered for funding. Typically, applicants will address a project's results and benefits, approach, and organizational capacity in this section of their application. The Narrative is a separate attachment in the electronic submission and may not exceed the page limit specified in the announcement (**extra pages will be removed from the application package**).

Before preparing your Program Narrative, applicants should carefully review the announcement to confirm information should be provided. Below are some of the items that, depending on the announcement, you will want to address in your Program Narrative:

Results and Benefits

- Clearly explain and specify the proposed project's objectives
- Describe realistic results to be accomplished with the timeframe of the proposed award.
- Clearly identify the anticipated beneficiaries and explain how the project's objectives will positively affect them.
- Provide realistic milestones to indicate progress toward MEPI goals and objectives as described in the program announcement.
- Explain how monitoring and evaluation activities will be carried out and who will be responsible for them. Applicants are encouraged to propose a midterm or final evaluation.

Approach:

- Clearly describe how each proposed project activity will address the objectives outlined in the announcement or requested priority area.
- Describe how the proposed project design is innovative and original, as well as feasible.
- Address how the project will engage or obtain support from relevant stakeholders and identify local partners.
- Propose activities that are interactive, practical, and/or experiential in nature.
- Explain how participants will be selected (e.g. criteria for selection, selection process).
- Acknowledges if activities similar to those proposed are already taking or have taken place previously, and provide an explanation as to how proposed new activities will not duplicate or merely add to existing/recent activities.
- Articulates potential challenges to project implementation and propose contingency plans.
- Describe the division of labor among the applicant and any partners.
- Identify and address support for marginalized populations in all proposed activities and objectives and provides specific means for their inclusion.

Organizational Capacity:

- Demonstrate experience (e.g. has previously worked and/or has established contacts/partners) in the proposed country/territory/region.
- Demonstrate an institutional record of successful programs in the content area proposed (e.g. local government skills training).
- Demonstrate capacity for responsible fiscal management of donor funding (e.g. successful management of a previous sub-award or grant).
- Demonstrate the capacity to manage the proposed project, including having adequate staffing.

Budget Narrative

The Budget Narrative is used to determine if costs are reasonable and permissible. All proposed costs funded by Federal and Non-Federal contributions must be reasonable, necessary to achieve

project objectives, permissible in accordance with applicable Federal cost principles, auditable, and incurred during the project period. **Before developing a project budget, applicants should carefully review information below. All figures must be in U.S. Dollars and rounded to the nearest dollar.**

The Budget Narrative is a separate attachment in the electronic submission and there is no page limit for this section of the application. A sample template can be found with the announcement and a fill-able template is available for download online. **NOTE: Applicants are strongly encouraged to use the same format as found in the sample templates.** If the applicant does not use the template, the applicant must ensure that their submission includes all elements outlined in the sample. **All budgets must be structured so that they print in a readable format.**

Budget Definitions

Authorized Organization Representative (AOR): The individual authorized to act on behalf of the applicant and assume the obligations imposed by Federal laws, regulations, requirements, and conditions that apply to grant applications and/or awards. This person will be the signatory on the SF-424 and SF-424B forms.

Consultant: An individual or organization who provides professional advice and/or services for a fee and is not a direct hire employee of a grantee's organization. Typically a consultant performs a one-time activity. All consultants require prior approval from MEPI.

Contract: A contract under a grant may be awarded for two purposes: 1) goods or services needed to support the grantee's performance of the project or 2) an award to a third party for performance of substantive programmatic work. The first category is termed "vendor relationship," and is described in more detail below under "Vendor." The second category is termed "sub-recipient relationship" and may be in the form of a contract under the grant or, in some cases, a sub-award. More detail on the "sub-recipient" relationship is detailed below under "Sub-Award, Sub-Recipient, or Sub-Grantee." The relationship rather than the terminology drives the governing requirements for these two relationships.

Direct Costs: Project related costs used for salaries, travel, equipment, supplies, contractual arrangements, and tangible goods or services.

Indirect Costs: Costs that cannot be identified readily and specifically with a particular project or activity, but are necessary to the operation of the organization (e.g., overhead, facility maintenance). These costs require a negotiated indirect cost rate (NICRA); otherwise, they must be charged directly and justified in detail.

Project Costs: The total allowable costs incurred by a recipient and charged to the award during a budget period. Project costs may include expenses provided for through Federal and Non-Federal contributions.

Sub-Recipient or Sub-Awardee or Sub-Grantee: A third-party individual or organization who receives an award for the performance of certain programmatic work. All sub-recipients require prior approval from MEPI. The receiving organization (sub-recipient):

- Has its performance measured against whether the objectives of the grantee's project are met;
- Has responsibility for programmatic decision making (to the extent specified in its contract/sub-award);
- Has responsibility for adherence to applicable grant compliance requirements; and
- Uses their awarded federal funds in conjunction with a program of the organization as compared to providing goods or services for a program of the pass-through entity.

Vendor: An organization who receives funding from the grantee for the procurement of a good or service needed to support the grantee's performance of the project. A vendor relationship is one under which the receiving organization (vendor):

- Provides the goods and services within normal business operations or to many different purchasers;
- Operates in a competitive environment;
- Provides goods or services that are supplementary to the operation of the grantee's project; and
- Is not subject to federal programmatic compliance requirements.

When a grantee obtains routine goods and services necessary for performance of the grant-supported project, it may be through activities chargeable to indirect costs (e.g., acquisition of audit services) or, as appropriate, through a direct charge (i.e., contractual).

Cost Category Guidelines

All budgets must include an estimate of the costs projected tasks and activities, based on budget categories identified on the Budget Information Form (SF 424a). Applicants are encouraged to use the following checklist below to ensure that the budget provides all the necessary information.

1. Personnel

- Are the key personnel for this project identified?
 - Key personnel are defined as individuals who contribute to the programmatic development or execution of the project in a substantive, measurable way, whether or not they receive salaries or other compensation under the grant.
 - Key personnel should include a Program Director and or Program Coordinator.
- Is each position identified by title or responsibility?
 - **Program Director:** The individual who will provide daily oversight of the grant, including fiscal and personnel management, community relations, and project implementation and evaluation during the project period.
 - **Program Coordinator:** The individual who will coordinate coalition services and MEPI project activities, including training, coalition communication, data collection, and information dissemination.

- **Financial or Business Official:** The person who handles the financial components of the grant.
- Is the identified position occupied, if so is the name of the employee identified?
- Is the basis for determining each employee's compensation described (annual salary and % time devoted)?
- Are time commitments and the amount of compensation stated and reasonable?
- Are salary increases anticipated during the grant period and are they justified (cost of living allowance, etc.)?
- Are any personnel costs unallowable? (e.g., does the level of effort of the employee exceed 100% of all work on all projects or positions? Is the person identified a Federal Employee?)

2. Fringe Benefits

- Is each type of benefit indicated separately or does the organization have an approved fringe benefit rate (NICRA)?
- Are fringe increases anticipated during the grant period and are they justified?

3. Travel

- Is the travel necessary for the purpose of the program?
- Are travel costs separately identifiable and reasonable (transportation, hotel, meals, and mileage)?
- Is the basis for computation provided?
- Does the organization travel policy follow the Federal guidelines (e.g., Fly America, per diem rates, etc.)?

4. Equipment

- Does the equipment have a useful life of more than one year and an acquisition cost of \$5,000 or more?
- Is the request necessary and reasonable for the purpose of the project?
- Are equipment items specified by unit and cost?
- Are purchases distinguishable from rentals or leases (vehicles, large items of equipment)?

5. Supplies

- Are supplies listed separately?
- Are costs per unit identified and detailed?
- Is the basis for the cost reasonable?

6. Contractual

- Is the type of service to be rendered described?
- Are the consultant(s) or contractor(s) named, if known?
- Is the total amount for any contract in excess of \$100,000?
- Is a separate budget for sub-recipients or contracts provided?

7. Construction

- Construction costs are not allowable and should not be included

8. Other

- Are items grouped by type (space rental, printing, phone, maintenance, sub-award, etc.)?
- Are all costs justified and allowable?
- Is each sub-award (or sub-grant) described (i.e., description of activities to be performed, method of selection, type of agreement, budget with narrative) and the amount of award included?

Budget Narrative Sample Template

The Budget Narrative Sample Template provides examples of possible costs. Applicants should revise the template to reflect the costs associated with their proposed activities. In addition, applicants should remove any descriptions within the document and replace it with their cost justifications.

When completing the template, applicants should ensure the following:

- Provide details of calculations including estimation methods, quantities, unit costs, and other similar quantitative detail sufficient for the calculation to be duplicated;
- Funding should not duplicate on-going activities;
- Budget categories should be clearly labeled and identified;
- The use of "miscellaneous expenses" or any similar term as a budget item is unacceptable; and
- The document should be structured so that it will print in a readable format.

Sustainability Plan

The sustainability plan outlines how the proposed project will be sustained beyond the initial award period. **The plan should be attached as a separate attachment in your electronic submission and may not exceed two pages.** The plan should address each of the areas list below:

- Discuss how sustainability will be integrated into project planning and implementation from the beginning.
- Describe how project activities and results will create sustainable impact through local ownership.
- Identify the results and outcomes that can be realistically sustained after MEPI funding ends.
- Present a plan to secure the resources needed to sustain the aforementioned results after MEPI funding ends.
- Identify potential partners that will play a role in sustaining the project past the scheduled end date and explain the role they will play.

More information about preparing this Plan can be found in Part III of the program announcement.

Results-Oriented Monitoring and Assessment Plan

A Results-Oriented Monitoring and Assessment (ROMA) Plan describes the measures proposed by an applicant to capture and demonstrate progress towards achieving the objectives of the proposed project. **The plan should be attached as a separate attachment in your submission and may not exceed three pages.**

The ROMA Plan should include the following elements:

- *Realistic project objectives.* What results are achievable during the period of the grant?
- *Qualitative indicators.* How and what will you measure to show the project's results based on outcomes (impact) as well as outputs (raw numbers)?
- *Data collection and analysis.* How will you collect and present indicator data and analysis to show progress toward the project objectives?
- *Monitoring and reporting.* How will you monitor and assess results during the implementation of the project to adapt to changes on the ground and maintain progress?

More information about preparing this Plan can be found in Part III of the announcement and a fill-able sample template is available for download online.

OPTIONAL DOCUMENTS

Documents not included in the program and budget narratives may be included as attachments or appendices, and may not exceed the page limit specified in the announcement. **If it exceeds the page limit, the extra pages will be removed from the application package.** Examples of attachments to be included in this section of your application are:

- **Biographical Sketch or Job Descriptions for key personnel and partners:** This information may be included within the project narrative or as a separate document included in the optional documents of the application. If these items are not included, applicants will be scored lower under *Staff and Position Specifications* review criteria outlined in Part V, Section A of the announcement.
- **Letters of Agreement or Letters of Intent** from proposed partners
- **Organizational Chart** outlining clear lines of responsibility and authority in the applicant organization.
- **Work Plans, Project Timeline, or Calendar of Activities:** A work plan is a detailed list of proposed activities, milestones, and approximate dates. You may choose to include a work plan, project timeline, and/or calendar of proposed activities.
- **Pre-Submission Checklist** can be found with the announcement and a fill-able template is available for download online. This Checklist ensures that an applicant has accurately documented the eligibility requirements and included all major components of the application.

Instructions: The Pre-Submission Checklist ensures that an application meets all submission requirements. Please select each item that has been completed.

PRE-SUBMISSION CHECKLIST

Requirements to Submit an Application	
<input type="checkbox"/>	Do you have a Dun and Bradstreet Data Universal (DUNS) Number?
<input type="checkbox"/>	Are you registered with the System for Award Management (SAM)*?
<input type="checkbox"/>	Are you registered with either Grants.gov (www.grants.gov) <u>OR</u> GrantSolutions.gov (www.grantsolutions.gov)?***

Required Application Documents	
<i>MEPI Application Coversheet</i>	
<input type="checkbox"/>	Did you complete and attach the MEPI Cover Sheet, and is it no more than one page ?
<i>Applicant Organizational Information</i>	
<input type="checkbox"/>	Did you complete and attach the Applicant Organization Information document?
<i>Federal Assistance Application Form—SF-424</i>	
<input type="checkbox"/>	Did you complete online the Federal Assistance Application Form (SF-424)?
<input type="checkbox"/>	Has the entire proposed project period been identified in item #17 on the SF-424 form?
<input type="checkbox"/>	Did you complete item #18 on the SF-424 form?
<input type="checkbox"/>	Did you check “c” in item #19 on the SF-424 form? MEPI applicants are not covered by E.O. 12372
<input type="checkbox"/>	Did your Authorized Organization Representative (AOR) read and sign item #21 on the SF-424 form?
<i>Federal Assistance Application Form—SF-424a</i>	
<input type="checkbox"/>	Did you complete online the Budget Information—Non-Construction Programs (SF-424a)?
<input type="checkbox"/>	If your application includes cost sharing, did you identify this cost on the SF-424a form?
<i>Federal Assistance Application Form—SF-424b</i>	
<input type="checkbox"/>	Did your AOR read and sign online the Assurances—Non-Construction Programs Form

<i>Program Narrative</i>	
<input type="checkbox"/>	Did you attach your Project Narrative and is it no more than the page limit specified in the announcement?
<input type="checkbox"/>	Does your Program Narrative address all the goals and priorities outlined in the announcement?
<i>Budget Narrative</i>	
<input type="checkbox"/>	Did you attach a Budget Narrative providing a detailed description of the project costs?
<input type="checkbox"/>	If your application includes cost sharing, did you provide detailed information about this cost in your Budget Narrative?
<i>Sustainability Plan (if required)</i>	
<input type="checkbox"/>	Did you attach a Sustainability Plan and is it no longer than 2 pages ?
<i>Results-Oriented Monitoring and Assessment Plan (if required)</i>	
<input type="checkbox"/>	Did you attach a Results-Oriented Monitoring and Assessment Plan and is it no longer than 3 pages ?

Optional Documents	
<input type="checkbox"/>	Did you attach any options documents and are they no longer than the page limit specified in the announcement?
<input type="checkbox"/>	If your application included partnerships, did you provide details about the roles and responsibilities for each partnership; details on how sub-grant(s) will be managed and monitored in both the program and budget narratives; and did you attach Letters of Agreements or Letter of Intent?
<input type="checkbox"/>	Did you include Biographical Sketches or Job Descriptions for key personnel and partners?

***U.S.-based** applicants must be registered with SAM to submit an application. **Foreign-based** applicants are not required to be registered with SAM to submit an application. **All applicants selected for funding must be registered with SAM to receive an award.**

****All applications must be submitted through either Grants.gov OR GrantSolutions.gov.**